PHILIP MORRIS MANAGEMENT CORP. **INTER-OFFICE MEMO**
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Distribution **DATE:** January 9, 1996

FROM: William F. Lynch III

SUBJECT: **Records Management Task Force, October 31, 1995**

The Philip Morris USA Records Management Task Force met on Tuesday, October 31, 1995, at the Research & Development Center in Richmond. Present were representatives from Legal, Manufacturing Technical Services, Finance, Information Services, Records Management/Richmond, Records Management/ New York, and Research & Development.

The meeting was conducted by John Mulderig of the New York Legal Department. The meeting was divided into two sessions, namely, Section 1 to provide an initial fact-gathering discussion with outside counsel concerning the records management program in response to document discovery requests and Section 2 to continue with scheduled agenda topics related to the PM USA Records Management Program.

Section 1:

Section 1 was attended and directed by representatives of Hunton & Williams and Shook, Hardy & Bacon with the purpose of having a fact-gathering session regarding the Records Management Program in response to document discovery requests.

Points of discussion included:

- Introduction of the PM USA Records Management Departments.
- Overview of each Records Management Department 's customer base; staffing; and organizational reporting structure.
- Work flow, including: software used; information retrieval methods; equipment used; outsourced activities; storage facilities; record disposal methods; and program documentation.
- Iron Mountain and the Vital Records Program.
- Records Coordinators: number; location; responsibilities; and documentation generated and received.
- Disposal suspension practices.

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Request List:

1. Provide Bill Lynch with a description of the software and sample printouts and screens used by each group in support of the Records Management Program.

2. Provide Bill Lynch with a representative list of names of department Records Coordinators for each supported functional site group for attendance at a future meeting with outside counsel.

Section 2:

Section 2 was led by John Mulderig and the agenda included the distribution of a revised **Disposal Suspension and Release Procedure** for discussion by the group. No changes in procedures were mandated as the result of this meeting but each member of the task force was requested to review the document and submit their comments. The video **Buried Alive** by Commonwealth Films was viewed by the group. The remainder of the agenda included the following:

Points of discussion included:

- Issuance of an updated **Company Records - Employee Handbook.**
- Overview of the **Document Creation/Records Manual** and records creation educational program of the **Dow Chemical Company.**
- Issuance of quarterly reports documenting the Records Management Program.
- The composition and statistical significance points within a compliance program.
- The Vital Records Program at Iron Mountain.
- Lewis Cummings' 3 points within a proposed training video.

To Do List:

1. Return comments related to the **Disposal Suspension and Release Procedure** to Bill Lynch.

Follow-up Meeting:

The next meeting of the task force was not scheduled at the conclusion of the October 31st meeting and was at a later date scheduled for January 24, 1996 at Research & Development in Richmond. John Mulderig stated that the agenda would re-address the procedure for the distribution of disposal suspension notices in addition to the topics related to the review of retention schedules,

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education and awareness of the records program and compliance.

Distribution:

Bennett, Beverly G./Manufacturing Technical Services
Bertelesen, Russell Q./Records Management-New York
Bryant, Guy H., Jr./Manufacturing Technical Services
Cummings, Lewis M./Records Management-Richmond
DeBardeleben, Marian Z./R&D
Harris, Charity M./R&D
Insley, W. Glen/Finance
Ward, Jerry R./IS-Richmond
Worsham, Joyce B./Finance

cc: Desel, Paula/Legal-New York
Mulderig, John/Legal-New York
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